Useful information

BACKGROUND

Wales Council for Voluntary Action (WCVA) is the national membership organisation for the third sector in Wales and our vision is for a future where the third sector and volunteering thrive across Wales, improving wellbeing for all.

At WCVA we provide support for the third sector, by which we mean anything non-government and not-for-profit, from charities, nursery groups, social enterprises, sports clubs and housing associations, to movements that tackle big economic and environmental issues such as poverty and climate change.

Our mission

We want to be a catalyst for positive change by:

Connecting

Our membership is made up of organisations right across Wales, a hugely diverse group with a wealth of skills, experiences and ideas. WCVA helps these groups to connect so that they can share and learn from each other. We

also provide links with similar third sector networks not only in Wales but across the UK and internationally, and with partners in other sectors.

Enabling

We support learning about what does and doesn't work, improve skills, share information and advice and provide a range of practical services and support including resources, training and events, and funding.

Influencing

We are uniquely placed to capture the big issues that are concerning the sector. WCVA can amplify our members' voices, not least through building coalitions on issues of shared concern. WCVA engages with the key institutions that our members want to influence so we understand the levers and opportunities to push for change at the national level.

To find out more about WCVA and our work to support the third sector in Wales please visit our website www.wcva.org.uk.

Investors in People (IiP)

WCVA has gained Investors in People recognition. IiP is a national standard which sets a level of good practice for improving an organisations performance through its people. WCVA is committed to meeting the current and on-going training and development for all its employees.

Guidance notes on completing your application form

Please read these notes carefully when completing your application form. As part of WCVA's commitment to equality of opportunity, your application form and covering letter is the only information used in deciding your suitability for

interview, so please make use of it! You should ensure that you read all the information sent.

Education & training

If you are successful in obtaining an appointment with WCVA, you will be expected to produce proof of qualifications. Photocopies are not acceptable.

Employment history

You should give full details of your employment history, including any periods of unemployment, leaving no gaps.

Our offices

WCVA has 3 offices in Wales:

- Registered Office – Baltic House, Mount Stuart Square, Cardiff CF10 5FH
- Rhyl Office - Morfa Hall, Bath Street, Rhyl, LL18 3EB
- Aberystwyth Office - 2 The Old Convent, Llanbadarn Road, Aberystwyth, SY23 1EY

Relevant knowledge, skills & experience

This section of your application form is very important. This is where you make your case for the job. Look at the skills and experience required for the job and provide evidence that you possess them by giving specific examples. **Do not overlook the value of unpaid/voluntary work!** Include any relevant skills or experience gained outside full-time work, for example you may organise activities within the community or have considerable domestic responsibilities.

References

One of your references should be your present employer, or, if you are seeking your first job after completing training, your college tutor, school head or teacher. If you have not been employed before or have been out of employment for a considerable period of time, you may wish to give the name of a person who knows you well enough to confirm the information given and comment on your ability to do the job. References will be taken up after candidates are short-listed. You should indicate whether your referees may be contacted at this stage. **Please note that any offer of appointment will be subject to receipt of satisfactory references.**

Equal opportunities

WCVA is committed to Equal Opportunities and a monitoring form is contained within the application form.

WCVA wishes to reassure applicants that this form will not be used at any stage of the recruitment process and will be separated from your application form immediately on its receipt. Any information given on this form will remain confidential and only be used for monitoring purposes to assess the effectiveness of our equal opportunities policy.

What happens next?

In the interest of economy, WCVA does not acknowledge receipt of applications that are submitted by hand or post. Please enclose a stamped addressed envelope if you require an acknowledgement of receipt.